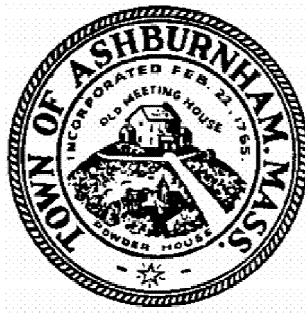


Board of Selectmen
Extension 109
Town Administrator
Extension 109
Town Accountant
Extension 120
Town Clerk
Extension 114
Tax Collector
Extension 113
Treasurer
Extension 112 or 110
Board of Assessors
Extension 111
Land Use Office
Extension 117
Planning Board
Extension 121
Conservation Commission
Extension 115



TOWN OF ASHBURNHAM

Town Hall, 32 Main Street
Ashburnham, Massachusetts 01430

OFFICE OF THE TOWN ADMINISTRATOR

Animal Control
Board of Health
Building Commission
Conservation Commission
Council on Aging
Cultural Council
Electrical Inspector
Gas & Plumbing Inspector
Historical Commission
Municipal Planning
Parks & Recreation
Planning Board
Zoning Board of Appeals

PHONE: (978)-827-4100

FAX: (978) 827-4105

TOWN ADMINISTRATOR'S REPORT February 21, 2012

Town Administrator's reports are available on line at; <http://www.ashburnham-ma.gov>

- **TOWN COMMITTEES**

Currently there are still (2) openings on the Conservation Commission and (2) on the Historical Commission. These are listed on the Town's website under Volunteer Opportunities.

- **WATER TANK**

Water tank	Started operation on Wednesday Feb. 15th
Communication Tower	Erected, should be on line by end of Feb

Gardner Hill

Design	May 1 st 2012
Bid	June 1 st
Repairs Complete	November 30 th

- **COA**

After our meeting with the Board of Health on Monday, February 6th, the COA was issued a permit to serve pre-cooked meals. The permit is good until October 31st when it will be renewed with all the other permits on the set schedule.

Ed Vitone and I are meeting with Bresnahan Center group to see if there is an opportunity to set up program there.

- **PILOT**

It now appears that we will be moving forward with a PILOT agreement with Investar LLC. They have agreed with our proposal for \$75,000 per year for 20 years plus any building permit fees. We will also incorporate verbiage that should the DOR initiate new guidelines or requirements we will be able to take appropriate actions to insure compliance.

- **FY 13 BUDGET**

I have scheduled a meeting with the Capital Planning Committee for Wednesday, February 29th at 6:30 p.m. in the Lower Level Meeting Room at Town Hall to review the Capital acquisitions for Fiscal 2013.

I have also scheduled a joint meeting of the Board of Selectmen and Advisory Board for the same evening at 7:00 p.m. in the same location and this is to review the FY13 budget.

- **TOWN BUILDING INSPECTIONS**

Building Inspector Dick Reynolds is in the process of inspecting all town buildings. I am reviewing his findings to determine both the timeliness and extent of any repairs. So far he has inspected the Town Hall, the Library and the VMS Building. We are working with Monty Tech to repair the front steps at Town Hall which was one of the items in Dick's report that needed immediate attention.

- **ACCOUNTANT**

Tammy Collier started on the 13th of this month as our new Town Accountant and she is a welcome addition to the Town Hall staff.

- **REGIONALIZATION**

There was a meeting on Wednesday February 8th at Ashby Town Hall for Dispatch regionalization discussions, each town had a representative from the BOS and Advisory Board in attendance, as well as both Police Chiefs, the Ashby Fire Chief, and other pertinent attendees. This was only a first-step working session and was very informative.

Our next meeting is on Wednesday Feb 22nd. We will then look to put together an application for grant funding for the March 16th timeframe.

- **NEGOTIATIONS**

I have finalized the Fire Chief's contract and I am asking for the Board of Selectmen's approval to go forward. I will start negotiations with both the Dispatch and Police unions as their contracts expire on June 30th 2012.

- **PURCHASING**

Examples of how the Town presently purchases items would be:

- Vehicles bought off the State bid list
- Paper is purchased with the School District
- Heating oil is purchased with Gardner, other towns and school district
- Sand and salt purchased off joint bid with Westminster.